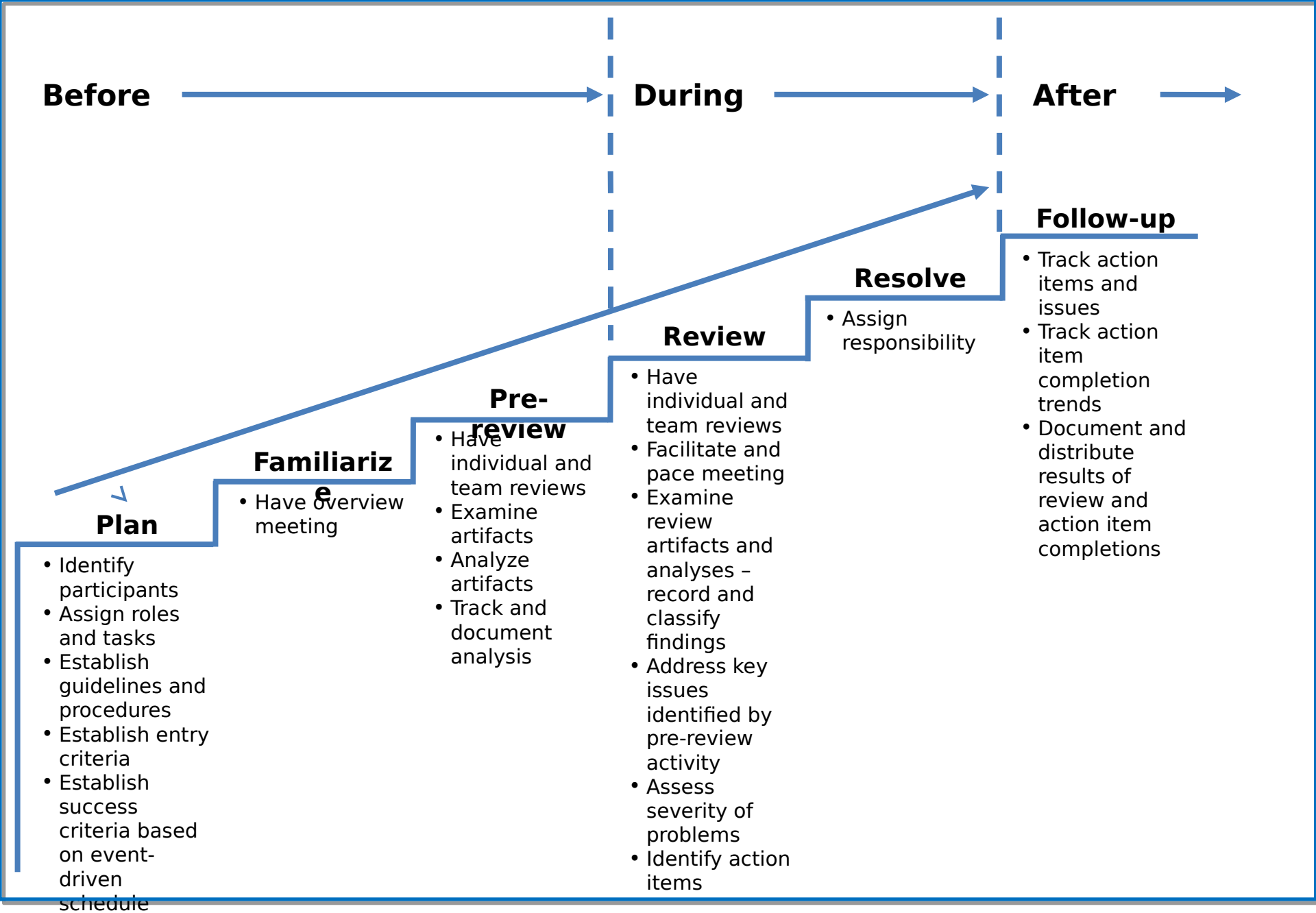
Before
During
After
Plan
• Identify participants
• Assign roles and tasks
• Establish guidelines and procedures
• Establish entry criteria
• Establish success criteria based on event-driven schedule
Familiarize
• Have overview meeting
Pre-review
• Have individual and team reviews
• Examine artifacts
• Analyze artifacts
• Track and document analysis
Review
• Have individual and team reviews
• Facilitate and pace meeting
• Examine review artifacts and analyses – record and classify findings
• Address key issues identified by pre-review activity
• Assess severity of problems
• Identify action items
Resolve
• Assign responsibility
Follow-up
• Track action items and issues
• Track action item completion trends
• Document and distribute results of review and action item completions